



## Classics 4 Kids Seeking Volunteer Board Members

To support a thriving nonprofit organization and its current board of directors. We are looking for a passionate, mission-focused candidate ready to help the organization to be the best it can be. Supporting the organization's mission by overseeing its affairs and activities by taking part in long-range planning.

### **Responsibility:**

- Board members are responsible for acting in the best long-term interests of the organization and its community and will bring to the task informed decision-making, broad knowledge, and an inclusive perspective.
- A commitment to and understanding of Classics 4 Kids' mission

### **General Duties:** Every member of the Board of Directors is expected to do the following:

- All Directors are expected to be fully informed on Classics 4 Kids matters and participate in discussions and decisions in matters of policy, finance, programs, personnel, and advocacy.
- Prepare for and attend board meetings
- Work as a team member and support board decisions
- Demonstrate loyalty, commitment, and fiduciary responsibility.
- Approve the budget and monitor financial performance in relation to it
- Abide by the by-laws, code of conduct and other policies that apply to the board
- Establish, review and monitor policies that guide core operational practices (eg.financial management, human resource management)
- Participate in fundraising activities
- Participate in the recruitment of new board members

### **Qualifications:** The following are considered key job qualifications:

- Knowledge of the community and Classics 4 Kids
- Commitment to the organization's mission and strategic directions
- A commitment of time
- Openness to learning

**Commitment:** Two-year term, \$500 contribution per year with a "stretch" commitment (subject to change). With Bi-monthly board meetings, attending concerts, fundraisers, and fostering community connections.



## BOARD TREASURER

The Treasurer is responsible for overseeing the financial operations and assuring that board members have the information they need to be effective fiscal stewards of the organization.

- Ensures tax-related documents and legal forms are filed on time, such as the documents required to maintain the organization's tax-exempt status
- Provide advice to the Executive Director
- Serves as chair of the finance committee and financial officer of the organization
- Manages, with the finance committee, the board's review of and action on its financial responsibilities
- Assists the Executive Director in preparing the annual budget and presenting it to the board for approval
- Reviews the monthly financial statements and answers board members' questions

Please email resume to [kshelat@classics4kids.org](mailto:kshelat@classics4kids.org)